



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5720.11H  
00J  
25 Sep 2009

COMNAVCRUITCOM INSTRUCTION 5720.11H

From: Commander, Navy Recruiting Command

Subj: RELEASING NAVY RECRUITING COMMAND RECORDS TO MEMBERS OF  
THE PUBLIC UNDER THE FREEDOM OF INFORMATION ACT (FOIA)

Ref: (a) SECNAVINST 5720.42  
(b) 5 U.S.C. 552, As Amended on 2 Oct 96

Encl: (1) Letter Format for Feeder Information

1. Purpose. To update policy and procedures for FOIA implementation within Navy Recruiting Command (NAVCRUITCOM).
2. Cancellation. COMNAVCRUITCOMINST 5720.11G.
3. Background. Reference (a) implements the requirements contained in reference (b) within the Navy and delegates the authority to grant requests for records under FOIA to commanding officers and heads of Navy and Marine Corps shore activities (or their designees). Per reference (a), the authority to deny, (in total or in part) requests for records under FOIA resides with Commander, Navy Recruiting Command (COMNAVCRUITCOM).
4. Action. Navy Recruiting Region (NAVCRUITREG) Commanders and Navy Recruiting District (NAVCRUITDIST) Commanding Officers will appoint a FOIA Coordinator.

a. FOIA Coordinator will:

(1) Become completely familiar with reference (a) and the reporting requirements.

(2) Educate field recruiters and ensure understanding that the Commanding Officer is the only release authority.

(3) Maintain liaison with NAVCRUITCOM (00J).

(4) Collect scheduled fees and charges. (Checks made payable to "Treasurer of the United States".)

(5) Forward requests to be denied, in whole or in part, to NAVCRUITCOM 00J along with any relevant information.

b. NAVCRUITDIST Commanding Officers will submit the annual report per reference (a) to their respective NAVCRUITREG Commander.

c. NAVCRUITREG Commanders will consolidate their report along with their NAVCRUITDIST reports and submit them directly to 00J by 25 October.

## 5. Reports

a. Report Control Symbol DD-DA&M(A)1365 is assigned to the reporting requirements delineated above.

b. Enclosure (1) is the format for submitting feeder information to COMNAVCRUITCOM for the annual report.

/s/  
R. R. BRAUN

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From: Commanding Officer, Navy Recruiting District,  
To: Commander, Navy Recruiting Command (00J)  
Via: Commander, Navy Recruiting Region

Subj: FEEDER INFORMATION FOR ANNUAL FREEDOM OF INFORMATION ACT  
(FOIA) REPORT

Ref: (a) COMNAVCRUITCOMINST 5720.11H

1. Per reference (a), the following information is submitted.

a. Number of Requests

- Granted in full	_____
- Forwarded to COMNAVCRUITCOM for denial in part or in full	_____
- Other	_____

TOTAL: \_\_\_\_\_

b. Total fees collected: \$ \_\_\_\_\_

c. Man hours

- Search time	_____
- Review and excising	_____
- Coordination and approval	_____
- Correspondence/form preparation	_____
- Other	_____

TOTAL: \_\_\_\_\_

d. Other costs

- Computer search time	_____
- Photocopying costs	_____
- Microfiche costs	_____
- Printed records	_____
- Computer copy	_____
- Audiovisual materials	_____

TOTAL: \$ \_\_\_\_\_